

Legislative Report on Telework Program

Information Due to DBM August 15, 2003

Cost savings attributed to teleworking:

- Has your agency realized savings due to the State Telework Program?
- If yes, describe these savings:
 - savings in overtime costs?
 - savings in recruitment costs due to less staff turnover?
 - savings in mileage reimbursement?
 - savings in personnel costs, less staff require to complete work?
 - savings new equipment purchases?
 - savings in office space costs?
 - savings in employee parking costs, to agency
 - other savings?
- Has your agency experienced additional costs due to the State Telework Program?
 - costs for computer equipment?
 - costs for additional office supplies?
 - other costs?
- What is your agency's net savings (Gross Savings less Costs) due to the State Telework Program?
- Do you have any data regarding savings that participating employees have experienced due to the State Telework Program?
- Describe the effects of teleworking on your agency with regard to:
 - the environment
 - traffic
 - employee productivity
 - improvements in employee performance evaluations
- Have you measured employee satisfaction levels before or after teleworking has been offered to your employees? If so, describe the results and attach copy of the survey instrument.
- List the number of active teleworking employees in your agency as of June 30, 2003. Active teleworking employees are employees that telework at least 4 times per month.
- List the number of occasional teleworking employees in your agency as of June 30, 2003. Occasional teleworking employees are employees that telework less than 4 times per month.

Return Information to:
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